

# MTCC Member Roles and Responsibilities

The MTCC is made up of individual volunteers around the state, all working toward the common goal of reducing the burden of cancer in Montana. As a member of the MTCC you will have many opportunities to share your passion and expertise in controlling cancer in Montana. In order to achieve the many goals the MTCC sets forward every year, volunteers are expected to be actively involved within an interest area.

The following is a brief overview of the general volunteer roles and responsibilities within the coalition. All members who are not designated as a Chair/Manager of a team are considered to be a general member. Individuals may be members on one or several teams, however all members are expected to participate in all teams with which have signed up for.

## **Roles and Responsibilities**

- Attend monthly phone meetings, and communicate with the team leader if you are unable to attend
- Help implement at least one area of the CCC Plan, outside of monthly meetings
- Attend bi-annual MTCC Statewide meetings
- Communicate up-to-date contact information with MTCC staff
- Submit quarterly cancer control tracking activities form and quarterly in-kind form to MTCC staff

I, \_\_\_\_\_, agree to actively participate within the \_\_\_\_\_ Team for the 2016-2017 year.

By signing this, I agree to the roles and responsibilities outlined above and to participate in tasks that contribute toward the implementation of the CCC Plan priority objective.

_____ Name & Credentials	_____ Date
_____ Mailing Address	_____ City, State, Zip
_____ Email address	_____ Phone number
_____ Organization	_____ Title/Position

**I am unable to work on a priority objective group at this time but would like to remain informed via email about MTCC activities.**

*(please check box if applicable)*

Please send to MTCC Outreach Coordinator  
PO Box 202951  
Helena, MT 59620-2951  
[cancerinfo@mt.gov](mailto:cancerinfo@mt.gov)

